

SENIOR REFEREE SCHEDULER JOB DESCRIPTION

Revised January 2017

JOB SUMMARY:

To oversee the scheduling of Referees (Senior) for the Brampton Hockey Inc. as mandated by the Executive and Board of Directors

GENERAL RESPONSIBILITIES:

- Schedule all Referees for all Rep league games (Novice AAA, AA and A up to Midget AAA, AA and A including AE if applicable)
- Schedule all Referees for Intra-City league games (Minor Bantam through Juvenile and Recreational League (Midget through Juvenile)
- Schedule all Rep League playoff games, OMHA and round robin games
- Schedule all Referees for all Rep team exhibition games
- Schedule all Referees for Brampton tournaments (Bob Giroux, Silver Stick and Neville-Woolridge)
- Be on call for all tournaments to reschedule due to injury, lateness and missed games
- Schedule correct mix of Referees for each game using appropriate certified Referees as per OMHA guidelines
- Contact all Referees for all games before the start of the season to attend meeting for the upcoming season
- Input into the Brampton Hockey Inc. website all assignments of Referees. The website will notify the Referees that their assignments are available via the Brampton Hockey Inc. website
- Ensure all assignments are filled
- Set up supervision for Referees throughout the year in conjunction with the Referee-in-Chief and the OMHA

AUTHORITY:

- Responsible for the completion of own duties and responsibilities

REPORTS TO:

- The position of Senior Referee Scheduler will be posted annually. The successful candidate will report to the General Manager and have direct interaction with the Referee-in-Chief.

SKILLS / KNOWLEDGE / EXPERIENCE REQUIRED:

The following are preferred minimum skill levels (other considerations such as additional work experience may be considered when selecting a suitable candidate):

- Must be minimum 18 years of age
- Computer literate (Windows, Word, Excel, Outlook as a minimum)
- Excellent organization and communication skills with practical experience in a community based organizational environment